

DCMA

Defense Contract Management Agency

DCMA

Defense Contract Management Agency

DCMA

Defense Contract Management Agency

DCMA

Defense Contract Management Agency

DCMA

Defense Contract Management Agency

DCMA

Defense Contract Management Agency



Electronic Invoicing: Wide Area Work Flow (WAWF)

Presented By:

**Michael Thompson
DCMA Customer Liaison
Representative
February 2004**

- Electronic Submission of Payment Requests
- Contractor SHALL submit payment requests using one of the following electronic forms:
 - Wide Area Work Flow-Receipt & Acceptance (WAWF-RA)
 - Web Invoicing System (WInS)
 - American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats
- Electronic method authorized by the Contracting Officer
- Contractor SHALL meet appropriate payment clause

- Material Inspection and Receiving Report (MIRR)
- The contractor SHALL prepare and furnish to the government a MIRR in the manner and to the extent required by Appendix F
- Submission of the MIRR by using WAWF

What is WAWF???

- A combination of tools that will enable authorized Government Vendors and DoD personnel access to documents required for payment action in a “paperless” environment
- Provides the baseline technology to generate, capture and process receipt and payment-related documentation via interactive Web-based applications

Objectives

- Create an electronic commerce environment using existing tools
- Demonstrate process improvements in bill paying and accounting operations
- Reduce operating costs
- Reduce unmatched disbursements
- Leverage EDA, EDM, EDW and EDI capabilities coupled with Web technology to process payment information

Benefits

- Elimination of Paper-Based Support Functions
- Global Accessibility
- Accuracy of Documents
- Secure and Auditable Transactions

DoD Partners

- DoD Paperless Contracting Integrated Product Team (PC-IPT)
- Defense Finance and Accounting Service (DFAS)
- Joint Electronic Commerce Program Office (JECPO)
- Defense Contract Management Agency (DCMA)
- Defense Logistics Agency (DLA)
- Military Services

Minimum System Requirements

- Microsoft Windows
 - 98
 - NT 4.0 SP6a
 - 2000
 - XP

- Web Brower
 - Netscape Navigator (128 bit) Version 4.76, 4.78 or 4.79
 - Internet Explorer (128 bit) Version 5.5 SP2 or later

- Microsoft Crypto API Dynamic Linked Library
 - Only needed if signing documents with PKI Certificate

- Adobe Acrobat Reader Version 4.0 or later

Roles

Vendor	Create
Inspector	QAR, DCAA, CA, ACO
Acceptor	Destination Acceptor or ACO
Pay Clerk Office	DFAS Pay Office
LPO	Local processing official (Navy Pay Contracts Only)
View Only	Admin by, Inspected by, Issued by, (Pay Office/Vendor)

Vendor

- What does WAWF-RA allow me to do?
 - Submit Invoices and Receiving Reports electronically
 - Be notified when action has been taken by the Government Inspection & Acceptance Officials
 - On-line correction to documents without retyping the entire information
 - View the status of previously submitted documents
 - Initiate follow-on actions

- What does WAWF allow me to do?
 - Conduct on-line review of Receiving Reports and compare products/services to the contract
 - Electronically accept/reject contractor submitted documents
 - Electronically document inspection and/or acceptance and digitally sign

Government Payment Officials

- What does WAWF allow me to do?
 - Eliminate the re-keying of data and associated errors (increase accuracy and reduce manpower requirements)
 - Ability to review and reject, with comments, improper invoices for correction and resubmission (reduce the number of calls to Vendors)

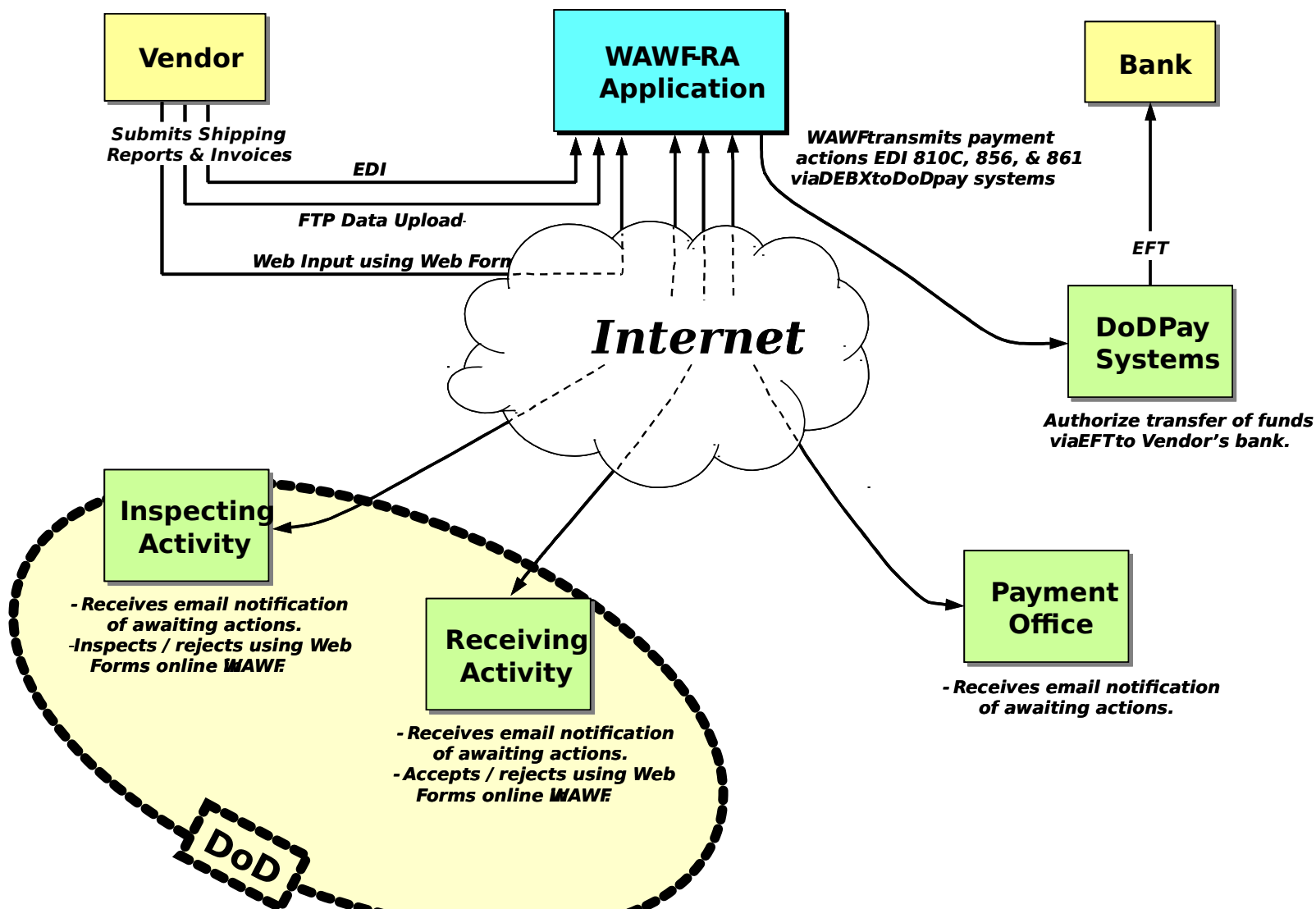
Common Features

- System generated email notification of actions taken
- Allow all parties to monitor the process
- Initiate corrective or follow-up actions

Document Access – view Only

- Additional personnel who have a need to view documents can be granted access
- Access is limited to those individuals who are responsible for monitoring progress
 - Vendors are limited to query and viewing previously submitted documents
 - Government are limited to viewing the contract, receiving reports and invoices

How WAWF Works



Available Documents

- Invoice – Commercial and Fast Pay
- 2 in 1 Services Only Invoice
- Commercial Item Financing
- Performance Based Payments
- Progress Payments
- Receiving Reports
- Invoice/Receiving Reports Combo
- Public Voucher
- Summary Public Voucher

<https://rmb.ogden.disa.mil>

- *Do not play on this site!*
- *Use for live registration and REAL work only*

WAWF Training Site:

<https://wawftraining.eb.mil>

WAWF Training CBT:

<http://www.wawftraining.com>

Security and Password Info

- New Users: Register at designated WAWF
- Password is emailed to you
- Must change password every 90 days
 - *Once expired, no grace period*
 - *Must change before proceeding*
- 59 minutes session management (timeout)
- Password Rule: 1 Cap, 1 Lower, 1 Numeric, 1 Special Character
 - *Can't use last 10 passwords*

Customer Support

DISA WESTHEM
Area Command Ogden
Customer Service Center
CONUS ONLY 1-866-618-5988
COMMERCIAL: 801-605-7095
DSN: 388-7095
FAX COMMERCIAL: 801-605-7453
FAX DSN: 388-7453
cscassig@ogden.disa.mil